


Fort Campbell

Sustainable Installation Management System

ISO 14001

Controlled Document

Originating Office: DPW Environmental Div.		Review frequency: Annual
Document Title: Procedure for Contractor Notification		
Document ID: SIMS210		
Document Owner: Trudy Carr	Approval:  Larry D. Ruggley	Revision Level: 0 Revision Date:
SIMS Action Officer	COL, SF Garrison Cdr/SIMS Director	Original Date: 15 Jan 2006

1. PURPOSE:

This procedure establishes a standard method for informing contractors and vendors working on or on behalf of the installation of the requirements of the Fort Campbell ISO 14001 Sustainable Installation Management System (SIMS).

2. SCOPE:

This procedure applies to the Garrison, Tenants, military units, and their subordinate organizations.

3. DEFINITIONS:

a. Contractor – A business or other entity under contract to provide products or services to the installation or to tenants of the installation.

b. SIMS Action Officer - An individual designated by the SIMS Director responsible for the operation of the ISO 14001 Sustainable Installation Management System (SIMS).

c. SIMS Director — The Garrison Commander serves as the Director of the ISO 14001 Sustainable Installation Management System (SIMS) program at Fort Campbell and is responsible for all aspects of the SIMS.

d. Vendor – A business or other entity selling products to the installation or to tenants of the installation.

4. SUPPORTING DOCUMENTS: None

5. PROCEDURES:

a. Directorates, tenants and other organizations that perform purchasing or contracting for goods and services on or on behalf of the installation shall notify contractors and vendors of the following:

(1) The Fort Campbell Environmental Management System (EMS) requires the following of contractors and vendors:

- a) Full compliance with environmental laws and regulations
- b) Knowledge of and conformance with operational controls for activities that can cause significant environmental impacts
- c) Demonstration of employee competence on the basis of appropriate and documented education, training and experience
- d) Employee awareness of the actual or potential environmental impacts associated with their work
- e) Employee awareness of the potential consequences of departure from specified procedures

(2) EMS information is posted on the Fort Campbell internet at <http://www.campbell.army.mil/envdiv/SustainabilityMenu.htm>, and on the Fort Campbell Intranet Knowledge Share web site under category "SIMS".

b. The notification shall be documented and auditable.

6. DOCUMENT REVISION SUMMARY:

Original Document Issue Date: 15 January 2006		
REVISION NUMBER	DATE OF REVISION	REVISION SUMMARY